

# **TOWN OF NEWTOWN - ZONING BOARD OF APPEALS**

## **Instructions and Procedures for Filing Appeals**

### **DATES OF MEETINGS**

Regular meetings of the Zoning Board of Appeals are held on the first Wednesday of each month at 8 P.M. at Canaan House. Special meetings may be called at other times if necessary.

Every effort will be made to schedule any application for hearing at the next regular meeting of the Board provided the application form is filed with the Secretary not less than twenty-one (21) days prior to the date of the meeting.

### **TIME LIMIT**

Applications under Sections B-1 of the application form must be filed within thirty (30) days after the Zoning Officer's issuance or denial of permit from which the appeal is taken. Applications under Sections: B-2, B-3 and B-4 may be filed at any time.

### **REQUIRED COPIES**

Applications must be filed with the Zoning Board of Appeals in triplicate and all three copies must be signed. All information called for on the form must be given and shall be concisely stated. Additional statements, if essential, may be attached on separate sheets.

One of the three copies specified above will be deemed to have been filed with the Zoning Commission as required by Sec. 8-7 of Chapter 124 of the General Statutes.

### **MAPS AND PLANS**

Applications involving questions of lineal dimensions or area of land, structures or both, should be accompanied by a Class A-2 plot plan and building plans giving clear and complete details of the case. A copy of each plan must be attached to each copy after application.

Plot plans must be drawn to scale, accurately showing lot dimensions, area, location and size of all existing and proposed buildings on the property, existing and intended uses of each building or part of building, the number of families or housekeeping units any dwellings are designed to accommodate, the location of the well, septic tank and field, and any other information needed to clarify and define the questions involved. The Zoning Board of Appeals must require full and

accurate information to arrive at its decisions. Plot plan prepared by a licensed surveyor must be submitted by the applicant with all applications unless this requirement is waived by a committee of the Zoning Board of Appeals. Failure to file adequate plans may necessitate dismissal of an appeal (without prejudice) due to lack of accurate evidence.

If TOPOGRAPHICAL CONDITIONS are claimed as the basis of Unusual hardship in requesting a variance (Sec B-3 of form) the application shall be accompanied by photographs or a topographical survey, all in triplicate, showing the condition.

### **MOTOR VEHICLE CASES**

Plot plans for gasoline stations, garages, etc., in addition to locating buildings, shall show locations of pumps, signs, lights, planting, curbs, walks, highway lines, exits and entrances. The applicant also must furnish forms required to be executed by the Board for the Connecticut Motor Vehicle Department.

### **FEES TO BE PAID**

A fee of \$100 (one hundred) must accompany each application filed with the Secretary of the Zoning Board of Appeals, requesting the Correction of Alleged Error or the granting of a Special Exception or, Variance or Special Permit.

A fee of \$200 (two hundred) must accompany each application filed with the Secretary of the Zoning Board of Appeals, requesting the issuance of a Certificate of Approval of Location for a Motor Vehicle Sales or Repairing Business or the operation of a Gasoline Station.

Check or money order must be made payable to: Town of Newtown.

### **PRESENCE REQUIRED**

The applicant or his designated agent or attorney MUST attend the hearing. The Board, in its discretion, may dismiss any appeal without prejudice for failure to comply with any of the foregoing instructions and procedures.